

November 6, 2016

CYPRESS POINT TELEPHONE NUMBERS

Below is a list of important telephone numbers and procedures, for emergencies and non-emergencies, which you may require from time to time. Please take the time to review this list and familiarize yourself with the numbers and procedures. Please keep this list in an accessible location at all times.

POLICE, AMBULANCE and FIRE EMERGENCIES 911

Following a Fire Emergency, call the Cypress Point Office at 279-1554, or a council member, to report the fire so that any other trades required can be contacted.

BURST PIPES

- Call Corona Plumbing & Heating at 277-3240
- Please make sure you identify the location of the leak with an address and suite number.

WATER LEAKS

- Please report all water leaks to the Cypress Point office at 279-1554, or a member of the Strata Council.

NON EMERGENCY NUMBER 279-1554

Non-emergency maintenance requirements are also to be called in. This can be done anytime and a message left on the answering machine in the office.

SUITE ACCESS: *Once your call has been handled, a tradesperson will be contacted. If access is required to an individual suite, the person reporting the problem will be asked to stay home to provide access. Alternative arrangements can be made with the tradesperson, such as leaving the key on site with a neighbour or the Administrator. If no one is home at the suite requiring entry (i.e. Water is leaking under the door or through the ceiling of your suite from another suite), a Locksmith will be called to provide access. We will not break down doors; although the fire department has been known to do so!!*

GENERAL INQUIRIES

CONTACT:

Audrey Montero, Administrator

Office Phone 279-1554

Office Fax 279-1553

E-mail: cypresspoint@telus.net

- * Costco Card
- * Elevator Keys
- * Locker Rentals
- * Lounge Rentals
- * Parking Passes
- * Parking Stall Rentals
- * Pool Tags
- * Purchase of Keys & Remotes
- * Insurance matters or other matters concerning building damage

STRATA COUNCIL

A list of the Strata Council is posted in all three buildings on the cork board in the mail rooms, for your convenience.

Thank you,

Strata Council NW2050